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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : C/Plans and Policy Staff

DATE: 28 September 1955

FROM : C/Junior Officer Training Program

SUBJECT: Weekly Activity Report #39  
21-27 September 1955A. SIGNIFICANT ITEMS

1. A letter has just been received stating that [ ] graduated from the [ ] as the Top Distinguished Graduate. He also received the [ ] Award for the outstanding graduate in the [ ] program which, I understand, includes courses given during the year.

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2. At the request of DDS, all supervisors of JOT's who have been trained and are considered to be ready for permanent transfer have been interviewed and the problems explained. Every supervisor or Personnel Officer concerned will provide a written report of the opportunities for placement by Friday of this week, when C/JOTP will deliver them to Mr. [ ] with appropriate notes on each case. Comments by supervisors have been uniformly to the effect that JOT's are highly desirable for the work they have been doing; the JOT's are the types of individuals they wish to employ; and the Program is very desirable for their purposes.

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B. OTHER ACTIVITIES

## 1. C/JOTP

a. sat in on the meeting of the Career Development Committee.

b. met with DTR, DD/TR, and DC/PPS to brief [ ] Mgmt. Staff on the JOT Program in connection with the decision of the DDS to find ways and means to continue and even expand the Program.

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c. met with [ ] to discuss reporting test results. (See #3 below.)

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d. met with [ ] to work up a study on the experience with attrition of management in industry and business of junior executive training programs.

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e. met with [ ] to discuss the characteristics of two JOT candidates and to work out methods whereby the findings of the Medical Office can be made useful to JOTP in the cases of all desirable candidates for the JOT Program who come to Headquarters for pre-employment medical examinations.

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f. met with [ ]/SR- [ ] concerning possible placement of a JOT for training.

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g. met with [ ]/Mgmt. Staff concerning a possible training program in the Management Staff for [ ]

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2. DC/JOTP met with [ ] concerning placement of JOT's in their offices.

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3. For some months discussions have been held with A&E Staff concerning the possibility of providing JOTP with written reports and preliminary estimates of the results of the pre-employment (EOD) tests. This matter has become increasingly important as the field testing program has developed and particularly since the practice of bringing candidates to Headquarters for pre-employment medical examinations and interviews was initiated. It is also possible that preliminary estimates of an individual's characteristics can be very valuable to C/JOTP in his interviews with candidates under certain circumstances. Under the new program for testing candidates in some thirty centers, to be initiated this fall, decisions as to whether or not to bring them to Headquarters will be based on the review of the file, including the recruiter's report, and the A&E report and preliminary estimate. It is pointed out that because the Medical Office has not to date been able to handle more than ten JOT's per week, and in view of the fact that we hope to have a considerably greater number of candidates than in the past, the casual selection of individuals to be brought to Headquarters will, because of excessive numbers, constitute a serious block in the processing of desirable candidates and can, therefore, adversely affect the success of the Program. Furthermore, with only two interviewers to carry the load during the peak season when it is also necessary to follow closely the progress of the JOT's already on board, great savings in important time will be accomplished through effective selection of those to be brought to Headquarters. Accordingly, the more material that can be put in the hands of C/JOTP in making a discriminating selection, the more effective will be our procedures.

A form for written reports has been suggested by A&E Staff and the first batch of reports using this form has been received. It is planned to try to use this experiment during the slack fall season in order that by the time the field testing program gets into full swing, it can be effectively implemented. Discussions with A&E Staff on how to improve this service will be proposed. Since this matter is of grave significance to the Program, the question of providing for more pre-employment medical examinations is being taken up with the Medical Office.

4. JOT's [ ] have entered Operations Support #17.

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5. [ ] spent two days at [ ] being debriefed on their recent TDY overseas.

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6. JOT's who are standing by awaiting opening of courses have been given day-to-day assignments with the A&E Staff.

7. The results of language aptitude tests with the categories attained are: [REDACTED]

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8. [REDACTED] has indicated his conviction that he is not well fitted for work in this enterprise and that on the conclusion of his military tour he will either enter the [REDACTED] on [REDACTED] or enter private business. A formal report to the D/Pers on this matter is in preparation. [REDACTED] will probably be returned to [REDACTED] to complete his tour of duty.

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9. The following JOT's have entered IPM #8: [REDACTED]

10. JOT's [REDACTED] have been assessed.

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11. [REDACTED] has been temporarily attached to WE [REDACTED] for on-the-desk training.

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12. Personal interviews were held with the following JOT's:

[REDACTED] (evaluation of progress and attitude toward various jobs and possible training assignment to begin after he completes two weeks of leave); [REDACTED] (reported she received "A's" in her courses at [REDACTED] progress to date and possible permanent assignment to OCI); [REDACTED] (problem of his permanent assignment either to OCR or CI Staff); [REDACTED] (language training: first to brush up on French and then possible study of Hungarian or Polish); [REDACTED] (problem of foreign language study); and [REDACTED]

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[REDACTED] (general matters).

### C. PERSONNEL NOTES

1. [REDACTED] was married on 24 September 1955.

2. On Sunday afternoon an informal picnic for JOT's, their wives, and their friends was held at [REDACTED]. Some fifty-five adults and, believe it or not, at least twenty-three children attended. This get-together was thought of and carried out by JOT's, the Committee being [REDACTED] - Chairman; [REDACTED] - Recreation; [REDACTED] - Wood and Ice; [REDACTED] - Food; and [REDACTED] - Beverages. Adults contributed one dollar each. One horseshoe but no children got lost; some food and wood but no beer was left over. Gross profit is reported as \$1.78, from which the cost of a horseshoe must be deducted. Three families brought four children each, but [REDACTED] was considered the winner (with no prize) for reasons which were apparent. The youngest child (four months) was that of [REDACTED]. It is noteworthy that all the children behaved very well.

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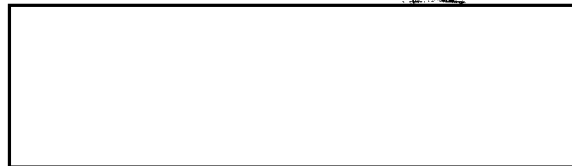
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3. JOT's  entered on duty.

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4. Four interviews were held with prospective candidates.



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